Initial Certification
Process Server Applicant Checklist

Before you begin to complete the application, it is important that you read these instructions.

_____ Submit the most current application form located on the Forms page of our website.

FEES

_____ Include your check, money order, or cashier's check in the amount indicated on the form and mail it to the address indicated on the form.

APPLICANT INFORMATION

_____ Do not leave any information blank.

_____ Notifications to applicants will be sent via email.

BUSINESS CONTACT INFORMATION

_____ Do not leave any information blank. Please note that information in this section will be publicly available. If this section is left blank, your personal contact information will be used to satisfy this requirement.

SUPPLEMENTARY INFORMATION

_____ Read questions carefully and answer each question yes or no. If yes to any of these, you will be required to provide details.

_____ Include one **ORIGINAL** course certificate from a Supreme Court approved education provider. The course must have been taken within (and no more than) one year of applying.

CRIMINAL HISTORY

New Fingerprinting Requirements

All new Certified Process Server applicants and those Certified Process Servers renewing under the JBCC will be required to obtain electronic fingerprinting through the Texas Department of Public Safety, Fingerprint Applicant Services of Texas (FAST) Program, as of September 1, 2014.

- The cost for this fingerprinting service is located on the FAST Pass.
- View instructions for submitting fingerprints to FAST and the Process Server fingerprint application for In-State and Out-of-State applicants (located on the Forms page of our website).
- IMPORTANT: When making your appointment, you MUST use the FAST Pass provided on our website, which has our unique ORI number. Use of any other FAST Pass will result in rejection of your application and you must be re-fingerprinted, and repay the fees, using the proper forms.